



Background Check Certification Form

For Students and Volunteers Designated as Sensitive

Candidate Name: _____ **Job ID:** _____

The CSU policy [HR 2015-08](#) requires SDSU to conduct background checks on positions designated as sensitive for students and volunteers *prior to making a final offer of employment or beginning work within the position*. Background checks must consist of 1) Employment Verification (10 years of prior employment), 2) Education Verification, 3) Professional Reference Checks, and 4) Criminal Records Checks. Other checks, DMV, credit and professional license verification, will be done for specific positions when job related.

Instructions: After Background Check Authorization has been obtained, please complete Parts I, II, and III of this form, sign the Certification Statement at the end of this form, and submit all documents via email to contingentoffer@mail.sdsu.edu.

PART I: Employment Verification

Employment verification is to be completed by a SDSU agent. Using this form, document all employment within the past ten (10) years, if any, beginning with the most recent employment.

Employer: _____ Position Held: _____ Dates of Employment: _____ to _____ Salary: _____ Means of Verification: _____
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<p>Employer: _____</p> <p>Position Held: _____</p> <p>Dates of Employment: _____ to _____</p> <p>Salary: _____</p> <p>Means of Verification: _____</p>
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PART II: Education Verification

Please attach or email a copy of the candidate's highest degree completed, official, or unofficial transcript, which indicates that a degree was awarded, to: contingentoffer@mail.sdsu.edu

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PART III: PROFESSIONAL REFERENCE CHECK

A minimum of two (2) professional reference checks are to be completed by a SDSU agent. Using this form, document all references verified, beginning with the most recent employer.

Reference # 1: <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral
Name: _____ Relationship to Candidate: _____
Contact Information: _____
Date Contacted: _____
Notes: _____
Reference # 2: <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral
Name: _____ Relationship to Candidate: _____
Contact Information: _____
Date Contacted: _____
Notes: _____
Reference # 3 (optional): <input type="checkbox"/> Favorable <input type="checkbox"/> Not Favorable <input type="checkbox"/> Neutral
Name: _____ Relationship to Candidate: _____
Contact Information: _____
Date Contacted: _____
Notes: _____

Certification Statement:	
I hereby certify that I have conducted the Employment Verification, Education Verification, and Professional Reference Checks documented above, as per the CSU policy HR 2015-08	
Name: _____	RED ID: _____
Title: _____	Department: _____
Signature: _____	Date: _____